

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	U.S. Probation Officer (USPO) or Probation Officer Assistant (POA)
Announcement #:	21-PO-05
Appointment Type:	Full-time; Regular
Duty station:	Charleston, WV
Starting Salary:	USPO: CL 27 – 28 (\$51,709 - \$100,739 per year) POA: CL 25 (\$44,528 - \$71,243 per year)
<i>Starting CL/salary is based on education, experience and qualifications. Most salaries start near the beginning of the pay range.</i>	
Promotion Potential:	Up to CL 28, without further competition
Opening Date:	June 1, 2021
Closing Date:	Open until filled. Applications received by June 18, 2021 receive first consideration.
Open To:	All qualified applicants

JOB SUMMARY and DUTIES

U.S. Probation Officers conduct investigations and prepare reports for the court with recommendations for sentencing of individuals convicted of federal offenses. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. Incumbents testify in court as to the basis for factual findings and guideline applications and serve as a resource to the court to facilitate proper imposition of sentence.

Through personal contact with offenders in office and community visits and by telephone, incumbents supervise offenders to maximize adherence to imposed conditions, to reduce risk to the community, and to provide correctional treatment. Incumbents investigate persons charged with federal criminal offenses and make recommendations on the amount of bail and the conditions to be met by the defendant if released. Additionally, incumbents supervise defendants released on bail to monitor and intervene to modify behavior to reduce potential for revocation and help those needing assistance by referring them to the appropriate community or governmental agencies.

Probation Officer Assistants perform similar duties but work more closely under the direction and guidance of U.S. probation officers. The incumbent provides technical and administrative support to probation officers in a wide range of areas, including assisting with compiling information for investigations; assisting with supervision of low-risk defendants and/or offenders; coordinating with collateral agencies, drafting reports and correspondence; and related duties.

MINIMUM QUALIFICATIONS

Completion of a **bachelor's degree** from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position **and** at least one of the following are required:

- One year of *specialized experience* (see below);

- An overall “B” grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

Completion of a **master’s degree** in a field of study closely related to the position, or a **Juris Doctor (JD)** can be substituted for the above experience or academic achievements.

Specialized experience is progressively responsible experience, gained after completion of a bachelor’s degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment or counseling. Experience as a police, custodial, or security officer, other than any criminal investigative experience, **is not** considered creditable experience.

Incumbents must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and demonstrate integrity in meeting the vision and mission of the district. Incumbents must also have solid analytical skills and excellent written and oral communication skills. Successful incumbents are able to organize and prioritize workload and schedule, work independently with little or no supervision, and work under pressure of short deadlines. Skill in using automated equipment, including mobile devices, computer software and database applications, and typing proficiency is required. Ability to travel throughout the district is required at times.

PREFERRED QUALIFICATIONS

- Two years of specialized experience in probation, pretrial services, parole, corrections, criminal investigations, substance abuse/addiction treatment, or counseling
- Master’s degree in a field of study closely related to the position

PHYSICAL REQUIREMENTS

The duties of probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officer assistants face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses.

Because officer assistants must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officer assistants must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify a candidate. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

MAXIMUM ENTRY AGE

First-time appointees to positions covered under law enforcement officer retirement provisions **must not have reached their 37th birthday** at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

SPECIAL REQUIREMENTS

This position is a high-sensitive position, which requires successfully completing a ten-year background investigation. Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

EMPLOYEE BENEFITS

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses)
- Long Term Care Insurance Program
- Professional Liability Insurance reimbursement
- Periodic salary increases
- Onsite physical fitness facility

HOW TO APPLY

Qualified applicants must submit the following in a **SINGLE PDF DOCUMENT**:

- Cover letter and current résumé,
- Narrative statement describing your qualifications, skills, and abilities that are relevant to the field of probation, pretrial services, corrections, counseling, or case management AND why you are interested specifically in a position with the Southern District of West Virginia in Charleston,
- Unofficial copy of college transcripts, and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (also available on the court's website at www.wvsc.uscourts.gov/careers).

Application packets should be submitted via email to Korin_Parsons@wvsc.uscourts.gov, referencing vacancy **#21-PO-05 USPO/POA** in the subject line. To receive first consideration, application materials must be received by **June 18, 2021**. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

INFORMATION FOR APPLICANTS

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request.

The United States Probation Office is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement, either of which may occur without prior written notice.
